

UNIVERSITY LABORATORY SCHOOL
A HAWAII'Ī PUBLIC CHARTER SCHOOL
(OAHU)

University Laboratory School, a public charter school, is seeking a qualified candidate for the full time position of Educational Technology Specialist (Oahu) for the 2020-2021 school year. In our unique learning environment with a comprehensive liberal arts curriculum the Educational Technology Specialist supports student learning and will play an essential role in the design, development, planning, production, and support of an array of technology, data, accreditation, and testing needs for the school.

The Educational Technology Specialist will collaborate with the teachers, school administration and the IT Department to ensure a high level, and high quality of technology is infused within the school through curricula, research, and professional development. This person also works with teachers and parents to ensure a positive and supportive learning environment for students, and to ensure that the entire community is aware of the educational opportunities available to our students.

The ideal candidate is a self-starter and can take initiative in a professional, personable and flexible manner to work effectively and support the Principal and school operations.

Essential Functions:

- Work with department chairs, departments, and the technology committee to facilitate new technology integration with classes, departments, and whole-school in mind
- Provide classroom instruction and support in the area of educational technology
- Coordinate student and parent education for Bring Your Own Device (BYOD) and 1:1 programs
- Serves as school testing coordinator
- Collect, organize and analyze student learning data and assessment results
- Assist in maintenance of school media, including school website and social media accounts
- Explore and communicate educational technology best practices and tools, professional development, and grant opportunities for students, teachers, and the school
- Collect student and teacher data on program progress and needs
- Work with IT for ongoing monitoring of programs and infrastructure
- Assist with technology planning, roll-out, and other integration initiatives
- Train new teachers in school technology programs
- Plans and holds technology meetings, including technology night
- Works with the administrative team and teachers to develop and implement technology policies and procedures
- Monitor school accreditation action plan and implementation guide
- Performs other duties as required

Qualifications:

- Baccalaureate degree in education, technology or related field
- Experience in a K-12 school environment, preferably with classroom experience and/or experience in working with teachers and administrators
- Knowledge of K-12 school technology environments, educational technology, learning technology, including applicable federal and state laws related to Internet safety
- Knowledge of and experience in Google Apps for Education
- Experience with project management, leadership or other experience related to working as an individual and as a part of a team
- Ability to effectively communicate orally and in writing to students, parents, administration, teachers and the community in a professional manner
- Experience in working in a multicultural and diverse learning environment
- Experience working in an educational research environment

To apply:

Send a letter of interest indicating how the applicant meets the required qualifications, resume/vitae and transcripts (transcript copies acceptable, however, official transcripts are required at time of hire) and the names and contact information of three (3) professional references.

Interested applicants must mail, email or hand deliver required documents to the address listed below, by **July 21, 2020** or until filled.

Mail to:

University Laboratory School
Attention: Keoni Jeremiah, Principal
1776 University Ave. UHS 3- 121
Honolulu, Hawaii 96822

Email:

employment@universitylaboratoryschool.org

Hand deliver:

University Laboratory School
Attention: Keoni Jeremiah, Principal
1776 University Ave. UHS 3- Room 115
Honolulu, Hawaii 96822